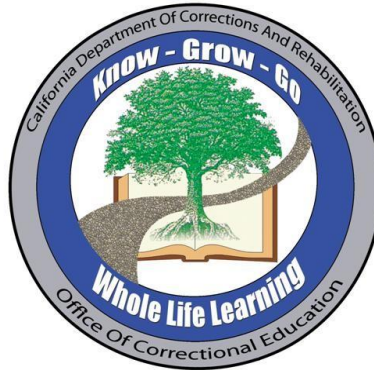


DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF AUDITS AND COMPLIANCE

EDUCATIONAL COMPLIANCE BRANCH



COMPLIANCE REVIEW FINDINGS

Avenal State Prison

November 17-21, 2008

ADMINISTRATION

G. Lynn Hada

ACADEMIC EDUCATION

Raul Romero, Cheryl Lopez

VOCATIONAL EDUCATION

Beverly Penland, Ron Callison

LIBRARY

Roger Kevorkian

FEDERAL SUPPLEMENTARY PROGRAMS

Mark Lechich

Ron Callison

Tom Posey

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

No.	INSTITUTION: Avenal State Prison (ASP) DATE: November 17-21, 2008 COMPLIANCE TEAM: G. Lynn Hada	Yes/No or NA	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Allotments/Operating Expenses:</div> <ul style="list-style-type: none"> Does the Principal maintain a budget tracking system to monitor the school departments' complete budget? Is there an annual spending plan to determine sub-allotments to programs, expenditures and their balance? 	Yes	
2.	Based upon current policy (amount of budget allotted) does it appear that a viable spending plan is in place in order for allocated funds to be fully utilized by year end?	Yes	
3.	Are funds allocated by Office of Correctional Education available and spent within program areas?	Yes	
4.	Are funds tracked by funding source? General Fund, special Budget Change Proposal funding, Federal and State Grant Programs allocated by Office of Correctional Education?	Yes	
5.	Are allocated funds for the Bridging Education Programs, including Arts In Corrections, used to provide program services to inmates?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

6.	Are law library purchases funded by the institution's general budget?	Yes	<p>This item is no longer applicable to the institution. It has been moved to a higher level. The following statement indicates that Office of Correctional Education is attempting to get the Law Library designated funds moved to Program 45 and the California Department of Corrections and Rehabilitation Agency Secretary has been briefed on the problem. The Office of Correctional Education Superintendent on July 3, 2008 provided the following written statement and Budget Change Letter #3 spreadsheet via an email; <i>"Here is the distribution to the field for funding for both the 06/07 and 07/08 Gilmore collection. We have already processed the 08/09 purchases out of our office and they are currently in Procurement. As the 08/09 budget has not been signed we don't have initial 08/09 allotment to the field. The funding in this BC3 is from Program 45 —not the institution Program 25 funds. The Financial Information Memorandum permanently moving Library to education in 2006 is still valid. Due to lack of designated funds we have flagged this to the Office of Attorney General and Office of Court Compliance. Furthermore we've briefed Matt Cate and have written a proposal for the funding."</i></p>
7.	Is the school following the Education Hiring Steps and Responsibilities memo and matrix dated July 13, 2006 instructions when filling vacancies?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

8.	Are the Education Monthly Report and the Education Daily Report accurate and being completed and submitted on a timely basis?	No	There are inaccuracies in the Education Monthly Report that are in the process of being corrected.
9.	Has adequate space and equipment been provided for staff to perform the required duties of the Reception Center/Bridging Education Program, Arts In Corrections program and the Television Specialist?	Yes	
10.	Credentials: Are all instructional and supervisory staff credentialed appropriately within subject matter area where they are assigned?	No	At least one teacher was improperly in an elementary position number without the proper credential. One supervisor did not have the prerequisite and another's prerequisite credential was expired.
11.	Does the assigned bridging staff hold appropriate credentials and/or placed in the appropriate Re-Entry classification?	Yes	
12.	Duty Statements: Are 100% of the staff duty statements on file and applicable to current position?	Yes	The files were very good.
13.	Operational Procedures: Does the institution have an Operational Procedure that addresses the legislative mandates of the Bridging Education Program?	Yes	
14.	Does the institution have an Operational Procedure for the Education Program? Does it use Department Operation Manual Chapter 10 as an inclusion?	Yes	
15.	Staff Assignments: Does the Principal maintain a current and complete list of all authorized positions and their status?	Yes	
16.	Are all staff appropriately working and/or assigned within the education program?	No	There are three teachers performing adjunct teacher duties but ASP only has two adjunct positions allocated.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

17.	Do all staff within the education program report to, and are under the Principal's supervision?	Yes	
18.	Is the Bridging Education Program Reception Center/General Population/Arts In Corrections fully staffed with supervisory, instructional and ancillary personnel?	No	The Artist Facilitator position is vacant.
19.	Are Re-Entry Program instructors, class code 7581, assigned only to the Bridging Education Program?	Yes	
20.	When Bridging Education Program vacancy occurs, is it immediately reclassified to class code 2290 Teacher, High School, General Education?	Yes	
21.	Has the Artist Facilitator been officially assigned to the Education Department?	Yes	
22.	Is there a system in place that is being utilized to ensure the tracking of inmates and their completed assignments during their transition from the Reception Center to the General Population Institution?	Yes	
23.	Has an individual been designated to be responsible for trouble-shooting the equipment and contacting Transforming Lives Network for needed support?	Yes	The plant operations electronics technician; however the trouble-shooting process seems to be defective since the Transforming Lives Network equipment has been inoperable for two years.
24.	When there is a modified program, class closure, etc., is a plan in place to continue to deliver education services and other required educational activities and is the plan always implemented?	Yes	
25.	Is the Assessment Office Assistant (OA) performing duties delineated in the Assessment OA duty statement?	Yes	
26.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Alternative Education Delivery Model:</div> Is an approved Alternative Education Delivery Model Operational Procedure in place?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

27.	<p>Are all of the Alternative Education Delivery Models being locally implemented at the institution in agreement with the California Correctional Peace Officers Association agreement and the institutional Operational Procedure per the Suzan Hubbard memo dated May 5, 2005?</p>	No	<p>The Distance Learning model is not being implemented and the program cannot use the Transforming Lives Network equipment which is inoperable. One adjunct teacher is performing the duties of a full-time college coordinator and the other adjunct teacher is performing full-time General Educational Development testing duties. The adjunct positions are not intended for such purposes. However the one adjunct teacher is performing duties related to California Department of Corrections and Rehabilitation/Office of Correctional Education General Educational Development testing that is within the mission and use of general funding guidelines for Adult Basic Education. However, the other adjunct teacher serving as a full-time college coordinator was not funded for that purpose. It is contrary for Office of Correctional Education policy and general funding for Adult Basic Education requirements. While it is understood that college programs are beneficial and a sequential part of the education process, no funds for staff or college materials are included in general funds by California Department of Corrections and Rehabilitation. It is recommended that ASP Education Department and the Warden work with the Office of Correctional Education to clarify these assignments.</p>
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COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

28.	Are all Alternative Education Delivery Model positions filled?	Yes	
29.	Do all Alternative Education Delivery Model faculties have the approved Alternative Education Delivery Model Duty Statement with required signatures?	Yes	
30.	Are Alternative Education Delivery Model inmate enrollments/assignments being made based on eligibility criteria of the enrollments/assignment as defined in the course descriptions and guidelines?	Yes	
31.	<ul style="list-style-type: none"> Are all Alternative Education Delivery Model Programs operating as full-time programs that meet the program-wide quotas? Are all approved Alternative Education Delivery Model faculty schedules posted? 	Yes	
32.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> Has all education staff received Gender Responsive Strategies training provided by the Female Offender Programs (FOP) institutional administration?	N/A	
33.	Are female inmates' vocational assignments being made based on the eligibility criteria of the vocational assignment as defined in the course descriptions and vocational guidelines?	N/A	
34.	<div style="border: 1px solid black; padding: 2px;">Certificates of Completion or Achievement:</div> <ul style="list-style-type: none"> Are Certificates of Vocational or Academic Completion being issued to those students earning them and recorded on a tracking system? Are Certificates of Achievement issued to those students who exit the program before the Certification of Completion is earned? 	No	Certificates of Achievement are not always issued to students who exit a program before a Certificate of Completion is earned, especially in the Pre-Academic classes.
35.	<div style="border: 1px solid black; padding: 2px;">Executive/Supervisory Assignments:</div> Are documented staff meetings held regularly by Principal, Academic Vice Principal, and Vocational Vice Principal? (monthly or more)	Yes	
36.	Is the Principal a member of the Warden's Executive Staff?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

37.	Does all supervisory staff conduct and record classroom visitations and observations on a quarterly basis?	Yes	
38.	<ul style="list-style-type: none"> Does the Academic Vice-Principal/Vocational Vice-Principal provide documented In-Service-Training and On-the-Job-Training? Are all probationary and annual performance evaluations currently due completed? 	No	Some probationary or annual performance evaluations are overdue.
39.	Are supervisors documenting contact with staff and inmates involved in the bridging program?	No	The supervisors do not meet with or talk to inmates in the Bridging Education Program and log that contact.
40.	Are Transforming Lives Network quarterly reports being submitted to Office of Correctional Education by the due dates of Oct. 10, January 10, April 10 and July 10?	Yes	
41.	<div style="border: 1px solid black; padding: 2px;">Test of Adult Basic Education:</div> <ul style="list-style-type: none"> Is the Principal trouble shooting Test of Adult Basic Education score losses identified on the School Program Assessment Report Card? Is the principal implementing remedial changes to improve the scores? 	Yes	
42.	Is there a 4.0 reading level report generated and distributed to appropriate staff?	Yes	
43.	Is a list of inmates who have a verified Learning Disability generated and distributed to appropriate staff?	Yes	
44.	<div style="border: 1px solid black; padding: 2px;">Accreditation:</div> <p>Has the education program been accredited by Western Association of Schools and Colleges, or has the application for accreditation been submitted to Western Association of Schools and Colleges?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

45.	<ul style="list-style-type: none"> Is there a continuing Western Association of Schools and Colleges process being followed by the school with the action plans being actively addressed in a timely manner? Is there a leadership team in place and do minutes substantiate regular meetings? 	No	The leadership team apparently stopped meeting after the latest Western Association of Schools and Colleges Visiting Committee Report several months ago.
46.	<div style="border: 1px solid black; padding: 2px;">Inmate Enrollment/Attendance:</div> <p>Do Academic, Vocational, Bridging Education Program, Enhanced Outpatient Program and Alternative Education Delivery Model enrollments meet the required program quotas (15:1, 27:1, 54:1, 120:1)?</p>	Yes	
47.	Has the Institution developed an eligibility list for assigning inmates to the Bridging Education Program?	Yes	
48.	Does the Principal maintain a copy of the current inmate assignment waiting list?	Yes	
49.	Is education staff attending Institution Classification Committee meetings for input into the placement of inmates into education programs?	Yes	Supervisors, Independent Study teachers and Adjunct Teachers.
50.	<div style="border: 1px solid black; padding: 2px;">Bridging Program:</div> <p>Has the teaching staff met with each inmate upon assignment to the Bridging Education Program?</p>	Yes	
51.	Are all Bridging Education Program eligible inmates receiving an education orientation packet upon arrival to the housing unit?	Yes	
52.	<div style="border: 1px solid black; padding: 2px;">Transforming Lives Network:</div> <p>Has the Transforming Lives Network satellite dish been installed and operational?</p>	No	The satellite dish has been inoperable for more than two years.
53.	Is the Literacy Coordinator (Academic Vice-Principal) designated as the Transforming Lives Network Coordinator?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

54.	Do the number of inmates being enrolled and the number completing Transforming Lives Network courses agree with the numbers reported to Office of Correctional Education?	Yes	The number reported is zero due to inoperable equipment.
55.	Has Transforming Lives Network enrollment and completion data been tracked?	Yes	The tracking system is in place but there are no enrollees or completers.
56.	<div style="border: 1px solid black; padding: 2px;">General Educational Development Testing/High School Credit:</div> <ul style="list-style-type: none"> • Is there a High School credit program and General Educational Development Testing program that follows Office of Correctional Education and State requirements? • Are High School Diplomas and General Educational Development Equivalency Certificates issued to qualified inmates? 	No	No High School credits are issued.
57.	<div style="border: 1px solid black; padding: 2px;">Inmate Education Advisory Committee:</div> <p>Is there an Inmate Education Advisory Committee established with regularly scheduled monthly meetings?</p>	Yes	
58.	<div style="border: 1px solid black; padding: 2px;">Education Files</div> <ul style="list-style-type: none"> • Do all of the quarterly California Department of Corrections and Rehabilitation Form 128E and Form 154 (and/or other official student school transcripts) reports contain current and appropriate information that includes credits earned, course completions, etc.? • Does the appropriate instructional staff sign all of the above reports? (Supervisory staff when instructional staff is not available.) • Does supervisory staff (Academic Vice-Principal/Vocational Vice-Principal) review these reports? 	No	Credits earned are not recorded.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

59.	<ul style="list-style-type: none"> • Are Education Files with a copy of the Record of Inmate Achievement (California Department of Corrections and Rehabilitation Form 154) transferred to Central Records when a student leaves education, transfers or paroles? • Is there a copy of the Record of Inmate Achievement (California Department of Corrections and Rehabilitation Form 154 or High School Transcript) kept in the Education Office files in perpetuity? • Are Education Files prepared for all assigned inmates? • Are Bridging Education Program Education Files prepared for all assigned bridging students in the Reception Center and are they then transferred to the General Population receiving institution? 	No	The copies of the Record of Inmate Achievement have only been started to be kept in perpetuity at the beginning of this week.
60.	If there are any contracted, Office of Correctional Education sponsored or special programs operating at the institution, have the teachers assigned to these programs received special/related training?	N/A	
61.	<div style="border: 1px solid black; padding: 2px;">Literacy:</div> <p>Are literacy programs available to at least 60% of the eligible prison population?</p>	Yes	
62.	Is there an active Site Literacy Committee that meets and documents quarterly meetings, and is it coordinated by the Principal or an Academic Vice-Principal?	No	The Site Literacy Committee has just been re-instituted; there are no recent quarterly minutes.
63.	Does the Site Literacy Committee discuss the Bridging Education Program as part of its quarterly meetings?	No	The Site Literacy Committee has just been re-instituted; there are no recent quarterly minutes.
64.	Is the institution utilizing at least two alternate resources to implement literacy services for inmates?	No	There are only Independent Study students listed as an alternate resource on the Education Monthly Report. However, the Independent Study programs are actually part of the education programs and do not qualify as an alternate resource.
65.	Is there an established procedure for placing students into any existing Learning Literacy lab? (a federally or non-federally funded Computer Aided Instruction /Plato/Computer Lab)	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

66.	<div style="border: 1px solid black; padding: 2px;">Developmental Disability Program and Disability Placement Program:</div> <p>If this is a Developmental Disability Program and/or a Disability Placement Program site, does the principal have the required documentation that demonstrates adherence to the Court Remedial Plans and California Department of Corrections and Rehabilitation/Office of Correctional Education policies?</p>	N/A	
67.	<div style="border: 1px solid black; padding: 2px;">ESTELLE/Behavior Modification Programs:</div> <p>Is documentation available regarding the original operational intent/concept of the Estelle/Behavior Modification Unit Program and are there actual implementations of the program/programs?</p>	N/A	
68.	<p>Is there an Estelle/Behavior Modification Unit Program monitoring and tracking process in place to record to record student progress through achievement/progress, data collection, instructional methods, and curriculum?</p>	N/A	
69.	<div style="border: 1px solid black; padding: 2px;">Correctional Offender Management Profiling for Alternative Sanctions – Risk and Needs Assessment:</div> <p>Is there an approved Correctional Offender Management Profiling for Alternative Sanctions Risk and Needs Assessment Operational Procedure (OP)?</p>	N/A	
70.	<p>Are all Recidivism and Reduction Strategy Assessment positions filled (part of Correctional Offender Management Profiling for Alternative Sanctions)?</p>	N/A	
71.	<p>Are all other designated assessment positions filled? Is there a designated supervisor over the Correctional Offender Management Profiling for Alternative Sanctions Risk and Needs Assessment Program?</p>	N/A	
72.	<p>Do all designated assessment staff have an individual Correctional Offender Management Profiling for Alternative Sanctions log-on code? Is the security of the code maintained?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

73.	Does the assessment staff maintain appropriate security of laptop and/or stand-alone computers utilized for the Correctional Offender Management Profiling for Alternative Sanctions Risk and Needs Assessment Program?	N/A	
74.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies:</div> <ul style="list-style-type: none"> Is there a Recidivism Reduction Strategies expenditure tracking log maintained by the Principal for the purposes of identifying equipment or materials purchase or provided to the institution for assessments as identified in the Recidivism Reduction Strategies Budget Change Proposal? Are inventories of Recidivism Reduction Strategies equipment maintained and current? 	No	There are no Recidivism Reduction Strategies equipment inventories maintained.
75.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies Enhanced Outpatient Program:</div> <p>Are all Enhanced Outpatient Program staff hired and in place?</p>	N/A	
76.	Does the Principal (via the Academic Vice-Principal) supervise the Enhanced Outpatient Program Teacher(s) in accordance with California Department of Corrections and Rehabilitation policy?	N/A	
77.	Have the Enhanced Outpatient Program Teacher(s) received training in performing the required duties as described in the Enhanced Outpatient Program Duty Statement?	N/A	
78.	<div style="border: 1px solid black; padding: 2px;">Multi-Agency Re-entry Program (SB 618):</div> <p>Has the institution interviewed and hired for the Prison Case Manager positions as members of the Multi-Disciplinary team?</p>	N/A	
79.	Are the four vocational programs referenced in Senate Bill 618 in place at the institution?	N/A	
80.	Has a documentation process been established to monitor inmate contact time as well as inmate growth and completion of program?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

81.	Vocational-Recidivism Reduction Strategies	Yes	
	Are all original vocational Recidivism Reduction Strategies teacher positions filled and are all classrooms operating?		
82.	Are all Recidivism Reduction Strategies vocational classes at full enrollment?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

NO.	INSTITUTION: ASP DATE: November 17-21, 2008 COMPLIANCE TEAM: Raul Romero, Cheryl Lopez	Yes/No or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;">Student Job Descriptions:</div> <p>Are all of the inmate students' job descriptions accurate, complete, signed, and available?</p>	Yes	All files reviewed have inmate students' job descriptions that are accurate, complete, signed.
2.	<div style="border: 1px solid black; padding: 2px;">Student Records/Achievements:</div> <p>Do all the of classroom files reflect Test of Adult Basic Education scores that are being administered according to the quarterly testing matrix and that are not over six months old for students under the California Department of Corrections and Rehabilitation Literacy Plan criteria and Office of Correctional Education Test of Adult Basic Education requirements?</p>	No	There are Test of Adult Basic Education testing practices that are inappropriate, such as one Adult Basic Education II teacher in Facility II that post tests all students even if they are not on the post testing list. Some students assigned to school are only administered the Test of Adult Basic Education reading section rather than the full Test of Adult Basic Education battery.
3.	Are all of the California Department of Corrections and Rehabilitation Form 128E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?	Yes	All academic classes files reviewed (other than Pre-Release-see Pre-Release Section) contain the California Department of Corrections and Rehabilitation Form 128E chronological reports, classroom records and timekeeping documents, current, accurate, and secure.
4.	Is 100% of the California Department of Corrections and Rehabilitation curriculum recording system in-use, accurate, and current?	No	The Adult Basic Education Prep classes are not using the 128E for all their students. One class does not use them at all with a reason given that they have too many students with a rapid turnover rate.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

5.	Do 100% of the Permanent Class Record Cards (California Department of Corrections and Rehabilitation Form 151) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time for 4-10 programs for traditional classes?	Yes	Many classes operate on a 27 a.m. /27 p.m. 3.25 hour attendance/schedule. Students attend class for 3.25 hours and complete independent study work for another 3.25 hours.
6.	Are Certificates of Completion or Achievement being issued to those students earning them?	No	All teachers are aware of the differential requirements for the issuance of both certificates. However, some classes such as Adult Basic Education Prep do not issue them with a reason given that they have too many students with a rapid turnover rate.
7.	<div style="border: 1px solid black; padding: 2px;">Instructional Expectations:</div> Do all of the academic education classes have lesson plans that agree with the California Department of Corrections and Rehabilitation approved curriculum?	Yes	
8.	Are the required and/or elective credits in the academic subject being taught issued to inmates and recorded on the transcript?	No	There are no records of any required or elective credits being issued by most academic and vocational teachers. Most teachers are unaware that they can give elective or required credits. Credits can be given as long the student is works on and completes assignments and passes a subject matter quiz/exam. It is recommended that the Principal continue to explore ways to implement the issuance of credits in consultation with the Office of Correctional Education.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

9.	Do all of the academic education classes have course outlines that agree with the California Department of Corrections and Rehabilitation approved curriculum?	No	Most teachers use the California Department of Corrections and Rehabilitation Curriculum Frameworks and others use the California Department of Corrections and Rehabilitation Curriculum Tracking System as outlines.
10.	<div style="border: 1px solid black; padding: 2px;">Bridging Education Program Instructional Expectations:</div> <p>Is each teacher utilizing the established curriculum for Bridging Education Program and does each teacher have a copy of the curriculum?</p>	Yes	
11.	Are the Test of Adult Basic Education and Comprehensive Adult Student Assessment System being Administered to Bridging Students? Are other assessments being used to assess the inmate job skills?	Yes	
12.	Does Bridging Education Program teacher utilize the proper Permanent Class Record Card (California Department of Corrections and Rehabilitation Form 151) and is it up to date and accurate?	Yes	
13.	Has the Bridging Education Program teacher developed a written weekly schedule to include student programs and contacts?	Yes	
14.	<div style="border: 1px solid black; padding: 2px;">Test of Adult Basic Education Testing Coordinator:</div> <p>Are gain/loss reports (School Progress Assessment Report Card) and the Test of Adult Basic Education sub-test reports reviewed/shared with the education supervisors?</p>	Yes	
15.	Do the Test of Adult Basic Education Coordinator and at least two others have access to a California Department of Corrections and Rehabilitation email address and user account?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

16.	Does the Test of Adult Basic Education Coordinator have the most recent Test of Adult Basic Education database (within a week)?	Yes	
17.	Are the Test of Adult Basic Education protocols signed by current staff?	Yes	
18.	Are the Test of Adult Basic Education testing materials secured in a locked cabinet (mandatory standards)?	Yes	
19.	Is a master inventory of Test of Adult Basic Education booklets and answer sheets maintained by the testing coordinator?	No	The Test of Adult Basic Education coordinator does not have a master inventory of the answer sheets, but does keep a manual record of the answer sheets used in conjunction with the check out system of the Test of Adult Basic Education books. The test coordinator has an excellent master inventory of the test books and can add an inventory component for the answer sheets to it.
20.	Is the Test of Adult Basic Education binder current and up-to-date with memos, purchase orders and instructions?	Yes	
21.	Is the Test of Adult Basic Education locator test being used when needed to determine which level-appropriate Test of Adult Basic Education to administer?	No	The Test of Adult Basic Education coordinator does not have any Test of Adult Basic Education locator tests. The locator test is used to determine the appropriate test level needed. It is recommended that the Test Coordinator order the Test of Adult Basic Education locator tests.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

22.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Teacher-Test of Adult Basic Education Testing</div> <p>Are teachers testing within ten days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	Yes	<p>Students are being administered the Test of Adult Basic Education on time and in accordance with the matrix. However, most teachers do not administer initial testing. It is done by the Test of Adult Basic Education Testing Coordinator and the Adult Basic Education Prep Teachers. Teachers as a whole do not administer the test.</p>
23.	<p>Are the Test of Adult Basic Education tests administered according to the testing matrix?</p>	No	<p>One teacher inappropriately post tests all students even if they are not on the post testing list. It is also a current practice to administer the Test of Adult Basic Education Reading Test only instead of the full battery as required by the California Department of Corrections and Rehabilitation/Office of Correctional Education Test of Adult Basic Education testing policy.</p>

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

24.	Is the Test of Adult Basic Education locator being used, when needed, to determine which level-appropriate Test of Adult Basic Education to administer?	No	Most teachers are not using the Test of Adult Basic Education locator test but most teachers are aware of the Test of Adult Basic Education locator, some have used it. The Test of Adult Basic Education locator Test is not even used as a common practice by the Adult Basic Education Prep Teachers or Test of Adult Basic Education Testing Coordinator. Administration of the Test of Adult Basic Education Test in the appropriate levels is primarily done from review of previous testing results. It is recommended that the Principal provide training on use of the Test of Adult Basic Education locator Test to all staff in the event that they must use it.
25.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	No	Some teachers are not using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment or reviewing test scores with inmates. Many teachers are reviewing test scores with inmates. Some are even inappropriately providing a copy to their students.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

26.	Are teachers using the Test of Adult Basic Education pre-post diagnostic subtest test results as a diagnostic tool for individualized instruction and troubleshooting Test of Adult Basic Education score losses in their classes?	No	Some teachers are not using the Test of Adult Basic Education pre-post diagnostic subtest test results as a diagnostic tool for individualized instruction and troubleshooting Test of Adult Basic Education score losses in their classes. Some teachers are also not using as a tool to present lessons of common needs to their students. The Principal has provided quarterly School Program Assessment Report training.
27.	Are current Test of Adult Basic Education subtests placed in student's classroom file?	No	Some current Test of Adult Basic Education subtests are not placed in student's classroom file. However, most teachers did have the subtests in the student files.
28.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Alternative Education Delivery Models:</div> Are Alternative Education Delivery Model Open Line schedules with dates and times posted in public areas for inmate access to educational services during off work hours?	No	There is no evidence that Alternative Education Delivery Model Open Line schedules with dates and times are posted in public areas for inmate access to educational services during off work hours.
29.	Is the Television Specialist and Distance Learning Study Teacher developing a Distance Learning Study Channel schedule of courses, with dates and times, posted in public areas for inmates to review and complete their assignments?	No	There is no evidence that the Television Specialist and Distance Learning Study Teacher developing a Distance Learning Study Channel schedule of courses, with dates and times, posted in public areas for inmates to review and complete their assignments. There is no Distance Learning Study Channel.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

30.	Does the Television Specialist plan, supplement and implement electronic educational coursework with the Distance Learning teacher, utilizing Transforming Lives Network and airing educational programs, such as Kentucky Educational TV General Education Development series on a weekly basis?	No	The Television Specialist does not plan, supplement and implement electronic educational coursework with the Distance Learning teacher, utilizing Transforming Lives Network and airing educational programs, such as Kentucky Educational TV General Education Development series on a weekly basis. The TV Specialist equipment is still stored away, not being used. There is no space for the TV Specialist. However, there are plans to create such building space but no work has been done to date.
31.	Are teachers awarding inmates certificates for achievement/completion in Alternative Education Delivery Model programs?	Yes	
32.	Do all of the Education/Independent Study (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	Most Adult Basic Education Prep classes do not have all of the California Department of Corrections and Rehabilitation multi-level Adult Basic Education I, II, III, General Educational Development, and/or High School curriculum.
33.	Do all of the Education/Work Program (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	Yes	The Education/Substance Abuse Class (half-time) classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

34.	Do all of the Distance Learning classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	The Distance Learning class does not have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum. The Distance Learning Teacher is coordinating college programs on a full time basis. Also, the Distance Learning Teacher is not authorized by the Office of Correctional Education written policy or the California Department of Corrections and Rehabilitation Education Master Plan to coordinate college programs on a full time basis. It is recommended that the Principal receive written authorization since college program activities are not funded by the California Department of Corrections and Rehabilitation.
35.	Do all of the Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	Yes	
36.	<ul style="list-style-type: none"> Are teachers testing inmates within ten days of being enrolled or assigned to an Alternative Education Delivery Model program? Are the inmates' Test of Adult Basic Education subtest results analyzed by the teacher for appropriate Alternative Education Delivery Model lesson/class placement? 	No	There is no evidence that the inmates' Test of Adult Basic Education subtest results are analyzed by the teacher for appropriate Alternative Education Delivery Model lesson/class placement.
37.	<ul style="list-style-type: none"> Is the Alternative Education Delivery Model current enrolled/assigned inmate roster consistently kept updated? Is it given to the Vice-Principal and Principal on at least a weekly basis? 	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

38.	Are students' gains being recorded and tracked?	Yes	Students' gains being recorded and tracked using, Test of Adult Basic Education, Comprehensive Adult Student Assessment System, General Educational Development-Pre Test, plus Saxon Math and Prentice Hall testing, etc.
39.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Do all of the academic life skills classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum, i.e.? Women's Conflict and Anger Lifelong Management (W-CALM) (Feb. 2007), Women's Health (July 2007), Women's Parenting (January 2008) Women's Victims (July 2008)?</p>	N/A	
40.	Do all of the academic life skills classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	
41.	<div style="border: 1px solid black; padding: 2px;">ESTELLE and Behavior Modification Unit programs:</div> <p>Is there an effective system in place to track monthly attendance, reporting, and evaluation of assigned inmates, their performance; and participation that allows a clear over-all rating of progress of each student in the Behavior Modification Unit/ESTELLE program?</p>	N/A	
42.	Is there a tracking and evaluation process to determine inmate progress on the Behavior Modification Unit curriculum competencies including Conflict and Anger Lifelong Management and is documentation provided to the Unit Classification Committee every 30 days detailing how the inmates assigned to the Behavior Modification Unit program are performing?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

43.	<ul style="list-style-type: none"> Do ESTELLE students have access to computers as required in the framework of the program for training? Does the teacher have Test of Adult Basic Education scores on all of the students in the program? 	N/A	
44.	<div style="border: 1px solid black; padding: 2px;">Correctional Offender Management Profiling for Alternative Sanctions – Risk and Needs Assessment:</div> <p>Are assessment teachers conducting assessments on eligible inmates as defined by the current Correctional Offender Management Profiling for Alternative Sanctions Operations Manual?</p>	N/A	
45.	Does assessment staff utilize the current standardized Correctional Offender Management Profiling for Alternative Sanctions Tracking Form?	N/A	
46.	Are the Correctional Offender Management Profiling for Alternative Sanctions questionnaires shredded daily in accordance with the confidential document procedure?	N/A	
47.	Are assessment interviews conducted in a semi-private environment?	N/A	
48.	Is appropriate assistance provided to inmates during participation in the Correctional Offender Management Profiling for Alternative Sanctions assessment interview in accordance with departmental policies regarding Effective Communication, the Clark Remedial Plan, and Armstrong mandates?	N/A	
49.	<div style="border: 1px solid black; padding: 2px;">Security and Order:</div> <p>Are personal alarms issued to teachers and do they wear whistles and the personal alarms on their person?</p>	Yes	
50.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

51.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Pre-Release</div> <p>Does the Pre-Release curriculum contain Life Skills; Communication Skills; Attitude and Self-Esteem; Money Management; Community Resources; Job Application Training; Department of Motor Vehicles Practice Test; and Parole Services?</p>	Yes	
52.	Do all of the Pre Release lesson plans contain the objective, handouts, and methods for student evaluation?	Yes	
53.	Is the Pre-Release teacher receiving appropriate institutional and Parole and Community Services Division staff support?	No	One Pre-Release class is not receiving appropriate institutional and Parole and Community Services Division staff support. The only parole information is through the institutional parole planning process. The other Pre-Release class receives an on-site talk once per session-by Volunteers in Parole.
54.	Is the Pre-Release curriculum recording system in-use, accurate, and current and are copies of monthly records maintained?	Yes	
55.	Does the Pre-Release instructor use a variety of teaching methodologies and allow for differentiation of instruction to meet individual learners' needs?	Yes	
56.	Is the Pre-Release class a full-time program (four days/8.5 hours or five days/6.5 hours)? If no, is there an exemption on file?	Yes	
57.	Are all of California Department of Corrections and Rehabilitation Form 128Es (that are used to record all education participation including course completions) and classroom records current and accurate and reflect a full-quota student enrollment?	No	Certificates of Completion are issued in lieu of California Department of Corrections and Rehabilitation Form 128Es. The Pre-Release Certificates of Completion are placed in the Central File.
58.	Does the Pre-release Teacher use the Framework for Breaking Barriers?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

59.	Does the Pre-release teacher provide the Office of Correctional Education with monthly Pre-release Program reports on time and maintain copies of those monthly Pre-release program reports?	Yes	
60.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Recidivism Reduction Strategies Enhanced Outpatient Program: </div> Is the Enhanced Outpatient Program Teacher a participating member of the Interdisciplinary Treatment Team meetings?	N/A	
61.	Is there a current roster of Enhanced Outpatient Program inmates determined eligible by Interdisciplinary Treatment Team and the Enhanced Outpatient Program teacher to receive education services?	N/A	
62.	Is the required student assessment for development of the Individualized Treatment and Education Plan completed in accordance with the Enhanced Outpatient Program assessment guidelines timelines?	N/A	
63.	Is there documentation of the education services provided to Enhanced Outpatient Program inmates?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

64.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Transforming Lives Network Program:</div> <p>Are alternate modalities available for use within the housing units for the Distance Learning program? For example, video, Transforming Lives Network, institutional television, visual worksheets, etc.?</p>	No	<p>The satellite dish is not operational and none of the educational programming is being received. Avenal prison is a dorm setting and there are two televisions within the day rooms. One television broadcasts regular television programs and the other television broadcasts the institution movies and institution service announcements. Education programs are rarely broadcast as it would mean curtailing the broadcasting of the institution movies or institutional service announcements. Additionally, equipment was purchased and received a year ago for a television studio and broadcast center but is currently not installed. The education department has also purchased a television for each dorm that would provide educational programming but are not installed. The education television would not impact the current two televisions within the dorm day rooms and would be able to provide education programming such as General Education Development.</p>
65.	<p>Is the television specialist recording Transforming Lives Network broadcasting and archiving copies for re-broadcast and individual teacher access?</p>	No	<p>The satellite dish is not operational and none of the educational programming is received. The television specialist is unable to record any programming to broadcast at a later time or to archive for later use.</p>

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

66.	Is the television specialist setting up a broadcast schedule for the school and distributing that schedule to the school faculty?	No	No education television schedule is currently developed or distributed to school faculty. There are only two televisions in the dorm day rooms and education programming is rarely broadcast.
67.	Are school faculty members given the opportunity to provide input into the broadcast schedule?	Yes	The staff can provide input but there is no broadcast schedule developed at this time. Education programming is not usually broadcast due to limited air time on the institution's televisions.
68.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recreation/Physical Education:</div> Is there a current and comprehensive activity schedule for the Recreation and/or Physical Education Program?	Yes	
69.	Does the Physical Education teacher follow the California Department of Corrections and Rehabilitation approved selection process for movies?	Yes	
70.	Does the Physical Education teacher have sign-up sheets, team rosters, or other evidence of inmate participation in sports and health education activities?	Yes	
71.	Is California Department of Corrections and Rehabilitation-approved State frameworks curriculum being used and are course outlines present?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

72.	Are health education, physical fitness training and recreational activities being provided to the Special Needs populations?	No	There are no health education and physical fitness training being provided to the geriatric population (age 55 and over). It is recommended that the Physical Education Teacher use existing California Department of Corrections and Rehabilitation/Office of Correctional Education health and nutrition curriculum to present mini-lessons at each yard using to the general population using a topics sign-up list posted in each yard. The Physical Education Teacher can also develop or obtain information regarding these topics from other institutions Physical Education Teachers. It is also recommended health, nutrition, and physical fitness (low impact exercises, etc.) directly applicable to the geriatric population (age 55 and over) be provided. Recreational activities using table games (checkers, cards, etc.) are being provided to the special population. Recreational activities (basketball, baseball, etc.) are also being provided to all inmates.
73.	Does the Physical Education teacher have a system in place to ensure accountability for state property including sports equipment, clothing and supplies?	Yes	
74.	Are there sufficient supplies, such as board games and sports equipment, to ensure a viable Physical Education program?	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

75.	Are time-keeping records (California Department of Corrections and Rehabilitation Form 1697) on inmates assigned to work for the Physical Education teacher being kept?	Yes	
76.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;"> Recidivism Reduction Strategies (Physical Education): </div> Are health education, physical fitness training and recreational activities being provided to the geriatric population (age 55 and over)?	No	<p>There are no health education and physical fitness training being provided to the geriatric population (age 55 and over). It is recommended that the Physical Education Teacher use existing California Department of Corrections and Rehabilitation/Office of Correctional Education health and nutrition curriculum to present mini-lessons at each yard using to the general population using a topics sign-up list posted in each yard. The Physical Education Teacher can also develop or obtain information regarding these topics from other institutions Physical Education Teachers. It is also recommended health, nutrition, and physical fitness (low impact exercises, etc.) directly applicable to the geriatric population (age 55 and over) be provided. Recreational activities using table games (checkers, cards, etc.) are being provided to the special population. Recreational activities (basketball, baseball, etc.) are also being provided to all inmates.</p>
77.	Have the funds for the Recidivism Reduction Strategies funds for the geriatric population been expended for the geriatric population?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

NO	INSTITUTION: ASP DATE: November 17-21, 2008 COMPLIANCE TEAM: Beverly Penland	Yes/No or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;">Student Job Description:</div> <p>Are all of the inmate students' job descriptions accurate, complete, signed, and available?</p>	Yes	
2.	<div style="border: 1px solid black; padding: 2px;">Student Records/Achievements:</div> <p>Do all of classroom files reflect Test of Adult Basic Education scores that are not over six months old for students under the California Department of Corrections and Rehabilitation Literacy Plan and Office of Correctional Education Test of Adult Basic Education testing criteria?</p>	No	<p>The majority of the students did not have a current full battery Test of Adult Basic Education score. Most students have been given the Test of Adult Basic Education reading test only in November instead of the required full battery Test of Adult Basic Education.</p>
3.	<p>Are all of the California Department of Corrections and Rehabilitation Form 128E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?</p>	Yes	
4.	<p>Is the curriculum recording system in-use, accurate, and current?</p>	Yes	
5.	<p>Does the Permanent Class Record Card (California Department of Corrections and Rehabilitation Form 151) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time (on full days) for 4-10 programs?</p>	Yes	
6.	<p>Are elective credits in the designated vocational subject being issued to students and recorded on their transcript in the education file?</p>	No	<p>Most of the teachers were not aware they could issue elective credits to students earning them. The teachers are very responsive to being able to issue credits.</p>

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

7.	Are Trade/Industry Certifications being issued and recorded to those students earning them?	No	<p>The Office Services and Related Technologies teachers have not received the Microsoft certifications training needed to provide Microsoft industry certification. One of the National Center of Construction Education and Research teachers has not received certification training. Training for these teachers is to be provided by the Office of Correctional Education with funding allocated by the Division of Education, Vocations and Offender Programs. The Office Services and Related Technologies teachers have recently received the test computer and test software for Microsoft industry certification testing that was in the warehouse and they are in the process of being set up for industry certification testing.</p> <p>SPECIAL NOTE: Flat Screen Monitors were ordered and approved by the Associate Information Systems Analyst. These monitors were paid for with Office of Correctional Education money, however upon arrival they were not installed in the education programs and their location is presently not known.</p>
8.	Are Certificates of Completion or Achievement as appropriate being issued and recorded for those students earning them?	Yes	
9.	<div data-bbox="181 1688 922 1738" style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Instructional Expectations:</div> <p>Do all of the vocational education classes have course outlines that agree with the California Department of Corrections and Rehabilitation curriculum?</p>	No	<p>Most of the classes do not have a course outline for their program. However several of the programs did have course outlines and some of them were very good examples.</p>

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

10.	Do all of the vocational education classes have lesson plans that agree with the California Department of Corrections and Rehabilitation curriculum?	Yes	
11.	Have the Literacy Implementation Plan sections (applicable to Vocational Education) been incorporated through a core set of literacy materials into the instructional plan and do lesson plans verify this?	No	Three of the programs did not document that literacy materials were incorporated in their lesson plans for students that have Test of Adult Basic Education scores below 9.0.
12.	Are Vocational Instructors conducting and documenting at least four hours of approved related formal classroom training each week for all inmate students?	No	Two of the teachers were not documenting that formal related training was taking place in their classes. One of the teachers was providing related training but was not aware that the training must be documented.
13.		No	The Office Services and Related Technology teachers have not received the Microsoft certifications training needed to provide Microsoft industry certification. One of the National Center of Construction Education and Research has not received certification training. Training for these teachers is to be provided by the Office of Correctional Education with funding allocated by the Division of Education Vocations and Offender Programs. The Office Services and Related Technology teachers have recently received the test computer and test software for Microsoft industry certification testing that was in the warehouse and they are in the process of being set up for industry certification testing.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

14.	Recidivism Reduction Strategies: Are the Recidivism Reduction Strategies programs issuing trade certifications and/or National Center for Construction Education and Research certifications?	No	The Office Services and Related Technology teachers have not received the Microsoft certifications training needed to provide Microsoft industry certification. Training for these teachers is to be provided by the Office of Correctional Education with funding allocated by the Division of Education, Vocations and Offender Programs.
15.	National Center for Construction Education and Research: Are all the National Center for Construction Education and Research accreditation guidelines for Standardized Training being used?	Yes	
16.	Are the Building Construction Trades using the Contren Learning Series text books as the primary classroom text book?	Yes	
17.	Do all of the National Center for Construction Education and Research instructors have the resources needed to effectively teach the related trades?	Yes	
18.	Are all of the building trade instructors currently National Center for Construction Education and Research Certified Instructors and have attended the Instructor Certification Training Program (ICTP)?	No	One of the teachers is waiting to receive National Center of Construction Education and Research certification training. The training is to be provided by the Office of Correctional Education with funding allocated by the Division of Education, Vocations and Offender Programs.
19.	Are all of the craft instructors maintaining and conducting record keeping as outlined in the National Center for Construction Education and Research Accreditation Guidelines?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

20.	Are all of the instructors maintaining the confidentiality and maintain restricted access to inmate social security numbers used on the National Center for Construction Education and Research Form 200's?	Yes	
21.	Are all of the written National Center for Construction Education and Research tests, National Center for Construction Education and Research test CD-ROMs and National Center for Construction Education and Research answer keys maintained in a secure locked location with an inventory of the tests on hand?	Yes	
22.	Are all of the students evaluated based on a 70% minimum passing score on National Center for Construction Education and Research written examinations?	Yes	
23.	Are those students that fail a National Center for Construction Education and Research written test or practical exam required to wait a minimum of 48 hours prior to being retested?	Yes	
24.	Are 90% or more of the students completing the first six National Center for Construction Education and Research CORE Modules prior to starting the Level 1 for the trade?	Yes	
25.	Are all National Center for Construction Education and Research performance evaluations conducted for each module and a record of the Performance Profile Sheet maintained?	Yes	
26.	Upon successful completion of the National Center for Construction Education and Research written and performance evaluation, is the instructor documenting and submitting the Form 200 to the Unit Training Representative (UTR) for signature and forwarding to Office of Correctional Education within 60 days?	Yes	However, instructors and students are waiting for Certifications to be returned. Some students have been waiting for their certifications up to 12 months.
27.	Are all of the instructors accepting National Center for Construction Education and Research Modules and Completion Certifications issued prior to students being assigned to the vocational class?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

28.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Test of Adult Basic Education Testing</div> <p>Are teachers testing within ten days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	Yes	The majority of the testing is provided by the teacher in the "Pre-academic/vocation" classes. A few of the teachers test their own students.
29.	Are the Test of Adult Basic Education tests administered according to the testing matrix?	Yes	The test coordinator lets the teacher know when a student is to receive a post test according to the matrix.
30.	Is the Test of Adult Basic Education locator being used, when needed, to determine which level appropriate Test of Adult Basic Education to administer?	No	The teachers were unaware that the Test of Adult Basic Education locator test was available to determine the appropriate Test of Adult Basic Education level.
31.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	Yes	
32.	Are teachers using the Test of Adult Basic Education results as a diagnostic tool for individualized instruction and trouble shooting Test of Adult Basic Education score losses in their classes?	Yes	
33.	Are current Test of Adult Basic Education subtests placed in student's file?	No	A lot of teachers did not realize they were to keep a copy of the Adult Basic Education subtest or that it was to be placed in the student's file
34.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Gender Responsive Strategies:</div> <p>Do all or more of the Gender Responsive Strategies vocational classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum, i.e. Cosmetology, Mill & Cabinet, Cable Technician, etc.?</p>	N/A	
35.	Do all or more of the vocational classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

36.	<div style="border: 1px solid black; padding: 2px;">Security and Order:</div> <p>Are personal alarms issued by institution to instructors and do they wear a whistle and the personal alarms on their person?</p>	Yes	
37.	<p>Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?</p>	No	One of the shops did not have a evacuation plan posted.
38.	<p>Is there an Inmate Safety Committee that conducts and records weekly safety inspections?</p>	No	One of the teachers did not have an Inmate Safety Committee to conduct weekly safety inspections.
39.	<p>Is at least one hour per month of safety meetings being held and documented?</p>	No	One of the teachers did not provide or document that safety meetings were being held for a least one hour per month.
40.	<div style="border: 1px solid black; padding: 2px;">Trade Advisory Committee:</div> <p>Does the instructor have a documented Trade Advisory Committee that meets at least quarterly?</p>	No	Due to the current teacher contract the teachers are not able to close classes to attend Trade Advisory Committee meeting. Many of the teachers continue to maintain contact with their Trade Advisory Committee members on their own time and attend offsite meetings on their own time.
41.	<div style="border: 1px solid black; padding: 2px;">Job Market Analysis:</div> <p>Is a current Employment Development Department Job Market Analysis and/or institutional Job Market Survey on file?</p>	No	Some of the teachers did not have a Job Market Survey. However, several teachers did have a current Job Market Survey.
42.	<div style="border: 1px solid black; padding: 2px;">Apprenticeship:</div> <p>Is there an active Apprenticeship Training Program?</p>	N/A	
43.	<p>If there is an active Apprenticeship Training Program, do inmates meet apprenticeship requirements and receive pay?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

44.	Does the instructor have a documented active Joint Apprenticeship Committee that meets at least quarterly within the institution?	N/A	
45.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Employee and Community Services Programs.</div> If vocational education programs are participating in Employee Services Programs, are they meeting Department Operation Manual and Penal Code requirements?	Yes	
46.	If vocational education programs are participating in community service projects, are they meeting Department Operation Manual requirements?	Yes	

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

NO.	INSTITUTION: ASP DATE: November 17-21, 2008 COMPLIANCE TEAM: Roger Kevorkian	Yes/No or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Library Staffing:</div> <ul style="list-style-type: none"> • Does the Principal, Academic Vice-Principal, or Vocational Vice-Principal supervise the library staff? • Does the Senior Librarian implement/plan the library program? 	No	<p>The Senior Librarian is not implementing/planning the library program because the position is vacant. Steps are underway to fill the vacant Senior Librarian position. It is recommended that the Principal evaluate current Library Technical Assistant staffing pattern to see if the recently closed Library Technical Assistant positions need to be reactivated. The Principal may want to contact the Office of Correctional Education so that the California Department of Corrections and Rehabilitation Office of Workforce Planning can intensify recruitment; efforts including posting staff recruitment opportunities on the additional Web sites and closer cooperation with the San Jose State University School of Library/Information Science.</p>
2.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 10px;">Department Operations Manual and Department Operations Manual Supplement:</div> <ul style="list-style-type: none"> • Is the current Department Operations Manual, Section 53060 available in the main libraries and satellite libraries? • Is there a Department Operations Manual library supplement that is brief, and contains no new policies and/or regulations unless they are court-ordered and does the Department Operations Manual supplement reflect the current, actual local library program? 	Yes	<p>Actual library operations follow the library Department Operation Manual supplement very well.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

3.	General Population (GP) Access Hours: <ul style="list-style-type: none"> Are library hours of operation posted where General Population inmates can see them, and do General Population inmates have access to the library during off work hours? Do General Population inmates have regular access to non-legal library services? 	Yes	There is commendable uniformity in this respect across yards.
4.	General Population/Law Library Documentation: <ul style="list-style-type: none"> Is there documentation of General Population inmates' access to law library for a minimum of two hours within seven calendar days of their request for legal use? Is there a list showing inmates who request legal access, and those who received access? 	Yes	The documentation is well organized for speedy access.
5.	Restricted Housing Status Inmate Access: <ul style="list-style-type: none"> If there are Restricted Housing inmates in the institution, is there a Department Operations Manual supplement relating to their use of the library? Is there a method for Restricted Housing inmates to request physical access to the law library which includes a list showing Restricted Housing inmates requests for access and inmates who actually used the library and is access granted for a minimum of one two-hour block of time if needed by the inmate, within seven calendar days of a request? 	Yes	Restricted Housing services specifications are appropriate, easily understood and applied. There is good cooperation between library staff and custody.
6.	Restricted Housing Status Non-Legal Library Services: <p>Do Restricted Housing inmates receive general library services?</p>	Yes	This applies to segregated and infirmary confined inmates.
7.	Library Expenditures: <ul style="list-style-type: none"> Are library funds spent for magazines/newspaper subscriptions, fiction and nonfiction books, supplies, processing, repair, and interlibrary loan fees? If other items are purchased, are they for library use? 	Yes	There should be further ongoing activities to organize financial, i.e., budget and acquisitions documents.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

8.	Inmate Welfare Funds (IWF) Expenditure: Are Inmate Welfare Funds used to purchase newspapers, magazines, and paperback fiction books, etc.?	Yes	Commendable steps are taken to spend funds in appropriate ways.
9.	Law Library Expenditure: <ul style="list-style-type: none"> Does the Senior Librarian understand the process associated with receiving the mandated law discs/books through the warehouse or mail room? Are the Stock Received Reports completed and submitted to the Regional Accounting Office? 	Yes	The lead librarian takes responsibility for completing the Stock Received Reports for Law Library Electronic Data System updates herself.
10.	<ul style="list-style-type: none"> Are all received mandated law books and discs made available to inmates in a timely manner? Are the discs timely loaded on the Law Library Electronic Data System computer? Are the law books shelved promptly? 	Yes	Library staff focus on a goal of achieving a 24 hour turnaround time between reception and installation of the update discs.
11.	<ul style="list-style-type: none"> Are law library discs checked in by the Associate Information Specialist Analyst? If not, who checks them? 	Yes	
12.	Does the librarian know what steps to take if a mandated law library book or disc is not received when it should be?	Yes	When a mandated law library book or disc is not received the matter is referred to the supervisor and/or Principal Librarian.
13.	Library Book Stock - Quality, Part I: <ul style="list-style-type: none"> Within the entire institution's libraries, is there at least one encyclopedia with a copyright date within the last five years and one unabridged dictionary (no older than five years.) Does the library program have at least three directories relevant to the questions asked by the population served? 	No	The unabridged dictionaries need to be updated. They have Encyclopedia Britannica's, school level encyclopedias and Spanish language encyclopedias in all primary libraries. A considerable variety of directories would benefit their libraries and should be considered. One example is The Encyclopedia of Associations.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

14.	Library Book Stock - Quality, Part II: Does each library in the institution have a current world almanac, an atlas that is no more than three years old, an English language dictionary that is no more than five years old, and a Spanish and English dictionary that is no more than ten years old?	No	The World Almanacs are 2007 editions. It would be helpful to reorder these every year-end. The other books are generally compliant and uniformly distributed.
15.	Library Book Stock - Quality, Part III: <ul style="list-style-type: none"> Does each library regularly inspect the physical condition of their books? Does the library program have a book repair procedure 	Yes	The physical condition of volumes is generally good. Evidence of repair processes in progress can be found among the libraries.
16.	Library Book Stock - Quality, Educational Support, Literacy, Multi-Ethnicity: Does each library in the institution have at least one textbook and two supplemental titles which have copyright dates not more than ten years old representing each vocational and academic program in the institution, a minimum of 100 titles representing high interest/low level reading books, a minimum of 250 multi-ethnic titles, including but not limited to Black American, Asian-American, Hispanic-American (including Spanish language) and Native American materials?	No	Each library in the institution does not have at least one textbook and two supplemental titles which have copyright dates not more than ten years old representing each vocational and academic program in the institution. Due to a recent substantial institutional change in curriculum, considerable effort will need to be expended to once again reach compliance. It is recommended that the Principal discuss this requirement with the Office of Correctional Education Superintendent and Principal Librarian.
17.	Library Book Stock - User Orientation: <ul style="list-style-type: none"> Are book collections designed to meet the needs and interests of the inmate population served? Does the librarian regularly meet with an inmate library advisory group, and does the library maintain a suggestion box? 	Yes	Two innovative programs are the 100 Book Club in which the inmate can select his reading material in a structured goal-oriented reading program and the Changing Needs Program, a similarly self-directed program which concerns self-help literature. Monthly meetings with the Men's Advisory Council allow room for input regarding libraries.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

18.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Library Book Stock - Quantity: (Department Operations Manual Book Aug)</div> <ul style="list-style-type: none"> Does the current library collection contain the number of fiction and nonfiction books mandated by California Department of Corrections and Rehabilitation? Does this include any new books purchased through Recidivism Reduction Strategies (RRS) funding? 	No	<p>The current Department Operation Manual numerical formula for acquisitions cannot be achieved by the current levels of yearly library allocations. It is recommended that the Principal discuss this requirement with the Office of Correctional Education Superintendent and Principal Librarian. The number of books in the libraries seems adequate to the level of use. Recidivism Reduction Strategies books have been received when possible and incorporated into the collections.</p>
19.	Have all books purchased through the Recidivism Reduction Strategies funds been received, shelved, and inmate use tracked?	Yes	All Recidivism Reduction Strategies books received have been incorporated in existing collections in appropriate ways.
20.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Book Access:</div> <ul style="list-style-type: none"> Is there a card catalog or equivalent system that inmates can use to find a book by title, author, or subject matter? Can inmates request books that are not in the library collection? 	Yes	<p>Each library has a computer catalog which generally is not provided for direct user access. It is recommended that the ASP Senior library staff consider printed catalogs that break down by fiction types like mysteries and fantasy. A separate nonfiction catalog arranged by Dewey number would be useful. Intra library loan exists among the yard libraries, but there is not a program for borrowing books from outside of the institution.</p>
21.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Circulation:</div> <p>Is there an adequate library book checkout system in place and an adequate overdue system in use?</p>	Yes	<p>Continuous circulation of books on all yards are generally unhampered by excessive interruptions, with weekly update of patron files and overdue processing</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

22.	<div style="border: 1px solid black; padding: 2px;">Mandated Law Library/California Code of Regulations, Department Operations Manual</div> <ul style="list-style-type: none"> • Are the Gilmore v. Lynch mandated law books up to date? • Does the library collection have the most current California Code of Regulations/Title 15 in English and Spanish? • Is there a method of displaying proposed and actual revisions of California Code of Regulations/Title 15 for the inmate population, and does each library have a complete up-to-date Department Operations Manual? • Are all the Law Library Electronic Data System computers up-to-date and operating in each library? 	Yes	<p>ASP libraries are uniformly compliant in this respect. The BNA publication, Law Week, is currently unavailable to California Department of Corrections and Rehabilitation facility libraries due to contract and budget problems. It is recommended that the Principal discuss this issue with the Office of Correctional Education Superintendent and Principal Librarian to provide the specific reason why institutions are not receiving this publication and any solutions Office of Correctional Education has developed to resolve this problem.</p>
23.	<div style="border: 1px solid black; padding: 2px;">Law Library - American Disability Act (ADA):</div> <p>Are American Disability Act mandatory postings present in the library?</p>	Yes	<p>The libraries regularly cooperate with and are inspected by the ASP Litigations Office.</p>
24.	<div style="border: 1px solid black; padding: 2px;">Circulating Law Library:</div> <p>Is a procedure for accessing the Circulating Law Library in place?</p>	N/A	<p>The California Department of Corrections and Rehabilitation/Division of Education, Vocations and Offender Programs/Office of Correctional Education opted out from previous agreements. A review to readdress this issue is taking place at the Office of Correctional Education.</p>
25.	<div style="border: 1px solid black; padding: 2px;">Court Deadlines:</div> <p>Are court deadlines verified, and is there documentation that inmates with established court deadlines have priority access to the library?</p>	Yes	<p>Access granted per request can be denied if documentation is insufficient. Proper documentation is reachable, efficiently organized and archived for an indefinite period.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

26.	Law Library Forms and Supplies: Do inmates have access to court required forms; are required legal supplies adequate and available; are procedures to distribute forms and supplies appropriate; and do all law libraries follow the same law library procedures?	Yes	There is a uniform list of seventy-three forms included in the Department Operations Manual Supplement that is uniformly present in all libraries.
27.	General Library Forms and Supplies: Are adequate supplies available to process library materials, and are there standardized forms for library procedures that are used by all the libraries in the institution?	Yes	Facilities for distribution of legal supplies and forms exist in the libraries. Limits to the number of items obtainable by any one inmate in any one request tend to protect the availability of supplies and forms at any given time.
28.	Inmate Clerk Training: <ul style="list-style-type: none"> Do inmate library/law library clerks receive documented training? Are training records maintained for each inmate employee? Do inmate clerks receive training on a regular basis in law library and general library processes? 	Yes	Inmate clerks receive mandated training relating to Right to Know issues in cooperation with the Assignment Office which is documented. There is no training in legal bibliography per se and it is recommended that it should be considered but on-site training in routine library procedures appears to be effective.
29.	Security and Order: <ul style="list-style-type: none"> Are personal alarms issued by institution to library staff; does library staff wear a whistle and the issued personal alarms? Are exits clearly marked and evacuation plans posted in accordance with the institution's emergency evacuation plan? 	Yes	Alarms and whistles are available, and evacuation routes are marked, but evacuation plans are not always placed in obvious places.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

NO.	INSTITUTION: ASP DATE: November 17-21, 2008 COMPLIANCE TEAM: Mark Lechich	Yes/No or NA	COMMENTS
1.	Duty Statement/Job Description/Credentials – Literacy Learning Lab Do you have a current duty statement on file (within one year)?	No	ASP's Literacy Learning Lab is inoperable. It has not been available to students for three years. Ms. Gabriel is currently assigned to the Literacy Learning Lab but is doing a Distance Learning type of program due to the current modified program at the institution.
2.	Do you have a valid credential on file?	Yes	
3.	Security/Order – Literacy Learning Lab Are personal alarms issued by the institution to teaching staff and worn?	Yes	
4.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
5.	Supervisory/Support – Literacy Learning Lab Do you receive support from your supervisor and other educational staff?	Yes	
6.	Does the Vice Principal visit/observe your class? Does the Principal visit/observe your class? Do you maintain a sign-in log?	No	No sign-in log is maintained.
7.	Inmate Enrollment – Literacy Learning Lab Do you maintain a minimum enrollment of 27 students?	No	Students are currently assigned to the Literacy Learning Lab, but a Distance Learning type of program is taking place during the present modified program. Even after normal programming is reinstated, the Literacy Learning Lab will not be operable.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

8.	Do students receive direct/group instruction?	No	No direct/group instruction is being provided at this time.
9.	Is the Literacy Learning Lab a "self contained" program?	No	The Literacy Learning Lab has been inoperable for the past two years.
10.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Student Records/Testing Achievements – Literacy Learning Lab </div> Do you verify non-General Education Development or non-High School graduation of the student?	Yes	
11.	Do you start a student record file upon the student entering the Literacy Learning Lab program?	Yes	
12.	Does each student have a current Test of Adult Basic Education score? <i>If not, do you refer the student for testing?</i>	Yes	
13.	Do you assess student's basic skill level? <i>Describe</i>	Yes	
14.	Are at least 90% of the California Department of Corrections and Rehabilitation Form 128E chronological reports, classroom records and accountability documents current, accurate and secured?	Yes	
15.	Are the Student Files current (incl. Test of Adult Basic Education scores and any other assessment scores)? <i>Review</i>	No	Student files are not current.
16.	Is there a current Student Job Description on file?	Yes	
17.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Instructional Expectations – Literacy Learning Lab </div> Do you use the approved California Department of Corrections and Rehabilitation Competency Based Adult Basic Education curriculum?	Yes	
18.	Are differentiated instructional methods used? <i>Describe</i>	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

19.	Do students track their own progress?	No	Students do not track their progress.
20.	Do the students receive computer orientation? Is there continuous training? Describe	No	The Literacy Learning Lab is inoperable; therefore the students do not receive computer orientation.
21.	Do you maintain course outlines and lesson plans? Review files	Yes	
22.	Do you use alternative assessment instruments (besides the required Test of Adult Basic Education), to determine a student's instructional plan? Describe	Yes	
23.	Do students spend an average of six months of instructional time enrolled in the program?	No	Students do not spend an average of six months of instructional time.
24.	Other Services – Literacy Learning Lab Do you refer students to other services, i.e. medical? Describe the process	Yes	
25.	Do you provide the students career-related information?	Yes	
26.	Do you have student aides? If so, how many and how are they used?	Yes	
27.	Training – Literacy Learning Lab Have you participated in conferences, workshops and seminars from July 1, 2007–December 31, 2008? If so, provide a list.	No	The Literacy Learning Lab teacher has not participated in training since before July 1, 2007.
28.	Expenses – Literacy Learning Lab Are spending levels appropriate for material purchases and training to support program needs?	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

29.	Equipment – Literacy Learning Lab Do you maintain a complete and current inventory of equipment? Is equipment tagged with a Workforce Investment Act property tag? Conduct an inventory	Yes	
30.	Is your software appropriately maintained by PLATO's technical field staff? Do you have all three educational software programs (PLATO, Reading Horizons, and Reading Plus) presently in service for your students?	No	PLATO's technical field staff does not maintain the software. The three educational software programs are not presently in service.
31.	Do you register all new software purchases with the Associate Information Systems Analyst?	Yes	The Senior Information Systems Analyst is aware of all software used in Literacy Learning Lab.
32.	Committees/Meetings – Literacy Learning Lab How often do you meet with the referral teacher for consultation on a student?	Yes	
33.	CASAS/TOPSPRO Management Information System (MIS) Coordinator Have you been trained in the area of California Accountability and the TOPSPRO Management Information System to appropriately perform your duties as a Comprehensive Adult Student Assessment System Coordinator? When was the date of the last training? Dates of last trainings	Yes	Mr. Gipson attended the April, 2008 and the October, 2008. TOPSPRO training conducted by Mr. Gipson. He also has provided training at the Comprehensive Adult Student Assessment System Summer Institute for the last four years.
34.	Do you have an adequate amount of Comprehensive Adult Student Assessment System (CASAS) testing materials to implement CASAS? Explain the CASAS testing procedures at your institution.	Yes	ASP has an adequate amount of testing materials. Sign-Out and Sign-In sheets are used to track test booklets and test records. Teachers are responsible.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

35.	Are the Comprehensive Adult Student Assessment System testing materials appropriately inventoried and secured?	Yes	Locked in cabinets in each classroom.
36.	Are you using the latest version of the TOPSpro Management Information System software?	Yes	TOPSpro version 5.0 Build 44.
37.	Is the hardware equipment (Scantron machine) and software (TOPSpro Management Information System) used to implement Comprehensive Adult Student Assessment System appropriately maintained?	Yes	The computer is in good shape. The scanner works well.
38.	Do you provide each teacher with a Student Performance by Competency Report to assistance them in preparing lesson plans?	Yes	Student Performance by Competency Report for teacher and students. Teacher also receives the Student Gains by Class Report.
39.	Do you know how to generate the California Payment Point Report? Can you generate a Preliminary Payment Point Report?	Yes	The Coordinators check the report regularly. This information assists the Coordinator with data cleaning.
40	Are the appropriate students receiving and completing the Core Performance Surveys? <i>Explain the process in place to ensure that students are receiving the surveys.</i>	Yes	If the ex-student is still at the institution the Comprehensive Adult Student Assessment System Coordinator locates the student to complete the survey and submits it to the Workforce Investment Act Administrator.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act (WIA)

41.	Can you generate an up to date list of students that will be receiving the Core Performance Survey for the past quarter?	Yes	First Quarter data showed "No Students Qualified". The Comprehensive Adult Student Assessment System Coordinator will locate ex-students to have them fill out the survey.
42.	Can you generate a Data Integrity site review?	Yes	The Data Integrity Report is used for assisting Coordinator to locate errors in the data. ASP has a 32.6% conservative estimate pretest (diamond). Improvement is needed.
43.	Can you generate a Student Gains by Class Report? Can you produce five student Entry/Update records and Pre/Post Test records? (Check reports with Student Gains by Class Report and Student Lister. Dates, testing books, and scores should match between records)	Yes	This report is given to the teachers to account for the students learning gains. All records matched. Mr. Gipson is a Certified Comprehensive Adult Student Assessment System TOPSpro Trainer. He has done an excellent job of training California Department of Corrections and Rehabilitation Coordinators statewide.

COMMENTS ABOUT WORKFORCE INVESTMENT ACT SECTION

There is no Federal Educational Grievance Procedure statement in the Inmate Job Descriptions as required by the Memorandum dated June 23, 2006.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

No	INSTITUTION: ASP DATE: November 17-21, 2008 COMPLIANCE TEAM: Ron Callison	Yes/No or N/A	COMMENTS												
1.	<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Inmate Enrollment</div> <p>Is the class meeting the Office of Correctional Education required enrollment quota? (Note the actual enrollment in the comments section).</p>	Yes	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Program</th><th style="width: 20%;">Quota</th><th style="width: 20%;">Enrolled</th></tr> </thead> <tbody> <tr> <td>1. Welding</td><td style="text-align: center;">27</td><td style="text-align: center;">27</td></tr> <tr> <td>2. Refrigeration</td><td style="text-align: center;">27</td><td style="text-align: center;">27</td></tr> <tr> <td>3. Office Svcs</td><td style="text-align: center;">27</td><td style="text-align: center;">27</td></tr> </tbody> </table>	Program	Quota	Enrolled	1. Welding	27	27	2. Refrigeration	27	27	3. Office Svcs	27	27
Program	Quota	Enrolled													
1. Welding	27	27													
2. Refrigeration	27	27													
3. Office Svcs	27	27													
2.	<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Equipment Inventory</div> <p>Is the Vocational and Technical Education Act equipment properly tagged? (Note the condition of equipment in the comments section).</p>	Yes	<i>Condition of equipment: Good to Excellent</i>												
3.	Is Vocational and Technical Education Act equipment used for the intended purpose?	Yes													
4.	<div style="background-color: #e0e0e0; padding: 2px; border: 1px solid black; margin-bottom: 5px;">Student Achievements Records/Testing</div> <p>Are course completions being issued for Office of Correctional Education program training requirements?</p> <ul style="list-style-type: none"> ▪ How many students are trained per year? <p>(Note the number of students trained per year in the comments section).</p>	Yes	Number of students trained per yr. Program #1: 60 #2: 50 #3: 60 Total: 170												
5.	Do Student files verify equipment training on California Department of Corrections and Rehabilitation Form 128E?	Yes													
6.	Is the Office of Correctional Education-approved curriculum and recording system in use?	Yes													

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

7.	Are lesson plans in accordance with Office of Correctional Education guidelines?	Yes																																				
8.	<div>Related Training</div> Is safety and literacy training taking place in accordance with Office of Correctional Education guidelines?	Yes																																				
9.	<div>Vocational Classroom Physical Access</div> Are students able to get physical to the vocational shops over 50% of the time? (Note the "X" and "S" time for the last two prior months).	Yes	<table><tr><th colspan="5">Over a two month period</th></tr><tr><th>Prog.</th><th colspan="2">1st month</th><th colspan="2">2nd month</th></tr><tr><th></th><th>X</th><th>S</th><th>X</th><th>S</th></tr><tr><td>#1:</td><td>2803</td><td>754</td><td>2393</td><td>188</td></tr><tr><td>#2</td><td>2797</td><td>486</td><td>1996</td><td>689</td></tr><tr><td>#3</td><td>2325</td><td>453</td><td>2967</td><td>629</td></tr><tr><td>Totals:</td><td>7925</td><td>1693</td><td>7356</td><td>1506</td></tr></table>	Over a two month period					Prog.	1 st month		2 nd month			X	S	X	S	#1:	2803	754	2393	188	#2	2797	486	1996	689	#3	2325	453	2967	629	Totals:	7925	1693	7356	1506
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Totals:	7925	1693	7356	1506																																		
10.	<div>Trade Advisory Committee</div> Are quarterly meetings held and minutes kept? (Note the Number of Trade Advisory Committee members, number in the comments section).	Yes	Number of Trade Advisory Committee members: Program #1 8 Program #2 4 Program #3 6 Total members: 18																																			
11.	As per the Interagency Agreement (Exhibit A) has the Vocational Instructor received hands-on training regarding current changes in technology and or certification in their field?	No	It is recommended that one training day per quarter be set aside to conduct meaningful Trade Advisory Committee meetings. The current teachers' contract does not allow for this; however this is a major component of the Vocational and Technical Education Act Grant. A solution needs to occur so that the Vocational and Technical Education Act Grant will not be jeopardized.																																			

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

12.	As per the Interagency Agreement (Exhibit A) has the Vocational Instructor attended trade specific seminars and or technology conferences related to their field?	No	It is recommended that one training day per quarter be set aside to conduct meaningful Trade Advisory Committee meetings. The current teachers' contract does not allow for this; however this is a major component of the Vocational and Technical Education Act Grant. A solution needs to occur so that the Vocational and Technical Education Act Grant will not be jeopardized.
13.	<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> Supplemental Areas (not counted for points on the overall Compliance Review) </div> <p>Apprenticeship:</p> <ul style="list-style-type: none"> ▪ Number of apprentices_____ ▪ Institutional Pay_____ ▪ Union/Company Affiliation_____ <p>_____</p> <ul style="list-style-type: none"> ▪ Current DAS Form_____ ▪ OJT Work Logged_____ <p>Less than 5 years_____</p>	N/A	
14.	<p>Is the shop clean?</p> <p>(Note the cleanliness and general maintenance of the shop in the comments section).</p>	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

No.	INSTITUTION: ASP DATE: November 17-21, 2008 COMPLIANCE TEAM: Tom Posey	Yes/No or N/A	COMMENTS
			Participants = 47 inmates
1.	SECTION I: IYO ELIGIBILITY REQUIREMENTS Does the Incarcerated Youth Offender Teacher have a copy of the current Incarcerated Youth Offender Grant?	Yes	On Disk
2.	Is there a signed Incarcerated Youth Offender Enrollment Agreement on file for each participant?	Yes	
3.	Is there evidence on file that each participant graduated from high school or passed the General Education Development exam?	Yes	
4.	Is there a Participant Demographic/ Biographic information sheet on file and, that his/her portfolio has been started?	Yes	
5.	Does the IYO Teacher check to ensure transfers from other IYO institutions still meet eligibility requirements	Yes	
6.	SECTION II: IYO PARTICIPANT ASSESSMENTS Does the Incarcerated Youth Offender Teacher use CAPS, COPS AND COPhysical EducationS to identify inmate job skills?	Yes	
7.	Are the results of CAPS, COPS AND COPhysical EducationS assessment on file?	Yes	
8.	Does the Incarcerated Youth Offender Teacher Identify inmate jobs indexed to skills?	Yes	
9.	Does the Incarcerated Youth Offender Teacher provide job counseling and job resumes for participants?	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

10.	Does the Incarcerated Youth Offender Teacher provide academic and vocational training courses for participants?	Yes	
11.	Does the Incarcerated Youth Offender Teacher track success of Incarcerated Youth Offender participants after parole?	Yes	The Community Connections Resource Center provides this service.
12.	Does the Incarcerated Youth Offender Teacher provide services to prisons in surrounding areas?	Yes	
13.	<div style="border: 1px solid black; padding: 2px;">SECTION III: TRANSITIONAL ASSISTANCE</div> <p>Does the Incarcerated Youth Offender Teacher use the Internet, phone and fax to establish contact with Parolees?</p>	N/A	The Community Connections Resource Center tracks all inmates after parole.
14.	The Incarcerated Youth Offender Teacher has internet access; uses internet as resource for employment and other transitional information for participants?	No	There is no internet access for the Site Representative except at the Associate Warden's Office.
15.	Does the Incarcerated Youth Offender Teacher meet at least once on a quarterly basis with active participants in Incarcerated Youth Offender Program?	Yes	
16.	Does the Incarcerated Youth Offender Teacher communicate and maintain rapport with Vocational and Academic teachers?	Yes	
17.	Does the Incarcerated Youth Offender Teacher attend training, Incarcerated Youth Offender quarterly meetings and pertinent conferences?	Yes	
18.	Does the Incarcerated Youth Offender Teacher work with contracted vendors to help with the successful transition from prison to parole?	Yes	The Community Connections Resource Center.

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

19.	<div style="border: 1px solid black; padding: 2px; background-color: #f2f2f2;">SECTION IV: IYO PARTICIPANT DATA</div> <p>Does the Incarcerated Youth Offender Teacher indicate in the Incarcerated Youth Offender database why inmates have declined or dropped from the Incarcerated Youth Offender program?</p>	Yes	
20.	Does the Incarcerated Youth Offender Teacher prepare and submit reports to the Incarcerated Youth Offender Program Coordinator via memos and the Incarcerated Youth Offender database?	Yes	
21.	Does the Incarcerated Youth Offender Teacher maintain a hard file for each active/inactive or former participant and participant parolee?	Yes	
22.	Does the Incarcerated Youth Offender Teacher's hard copy file contain assessment information, enrollment and tuition agreements, evidence of General Education Development or high school completion, contact information and relevant chronological documentation?	Yes	
23.	Is the Incarcerated Youth Offender Teacher's hard file and database information are consistent and in agreement with each other?	Yes	
24.	Does the Incarcerated Youth Offender Teacher use the Offender Based Information System to update the candidate pool on a monthly basis?	Yes	Supplied monthly from the Office of Correctional Education.
25.	Does the Incarcerated Youth Offender Teacher ensure that the incarcerated and post incarcerated address is noted and recorded as separate records in Location Info?	Yes	
26.	Does the Incarcerated Youth Offender Teacher ensure all information for each participant in the Incarcerated Youth Offender database is current and up to date?	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Incarcerated Youth Offender (IYO) Program

27.	Are training programs recorded as a separate record and corresponding tuition agreement in participant's file?	Yes	
28.	Is the Program Name, Entry Date, Completion Date, Early Exit Date and Reason (if applicable), notes on status of course/course completion, earned grade, etc., recorded in the Training Placement record?	Yes	
29.	Does the Incarcerated Youth Offender Teacher use the DDPS disk to update the Incarcerated Youth Offender database?	Yes	
30.	Is the Expense Date, Amount, Training Provider, Training Program, Participant Name, California Department of Corrections and Rehabilitation Number, and applicable notes appropriately recorded?	Yes	
31.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">SECTION V: INVENTORY ACCOUNTABILITY</div> Does the Incarcerated Youth Offender Teacher ensure that the inventory sheet is up to date; all equipment is clearly marked and identified with Incarcerated Youth Offender inventory tags?	Yes	
32.	Does the Incarcerated Youth Offender Teacher ensure that only the Incarcerated Youth Offender Representative uses Incarcerated Youth Offender equipment?	Yes	
33.	Does the Incarcerated Youth Offender Teacher Issue trust withdrawals for any materials or equipment loaned to participants?	Yes	